

Tip Sheet: Scanning a stack of documents and saving as a PDF file

Sometimes you have a stack of documents that you want to share, but you don't want to send sheet after sheet via email. You can collectively scan your documents and share them as a PDF file. Here are the simple steps:

1. Turn on the scanner.
2. Click on the scanner icon on your computer or the computer you are using.
3. The scanner's screen page will open and give you options, such as scan photos, documents, stack of documents, or memory card. Select the **stack of documents** option.
4. Place the documents print side up in the automatic document feeder (be sure to open the feeder flap on your printer/scanner, if necessary), and then specify the type of document you are scanning (i.e. Black & white, color, photo, etc.)
5. Press the **scan** button.
6. Wait patiently as the pages are scanned one by one.
7. When all pages are scanned the computer will prompt you to scan more documents or save your scanned documents.
8. Press **exit** if you are done scanning your documents; then save your document as a PDF file. This can be done in lieu of saving it as a regular word document.
9. Click on **Save as PDF**; make sure you are saving it as a multiple page document. Name the file and save it in the desired location on your computer. When satisfied with your choice, click the **save** button.
10. Once saved, open your file in the saved location to ensure it is saved properly.
11. Your document is now ready to be shared with others.